

## Central Stores

### DESCRIPTION OF MAJOR SERVICES

Central Stores stocks, supplies, and delivers stationery, forms, janitorial, and other high volume miscellaneous items for county departments and other local government agencies. Central Stores also maintains the surplus property pool. The Purchasing – Central Stores Division budget unit is an Internal Service Fund (ISF), and as such, all operational costs are distributed to user departments through user rates. As an ISF, unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

Central Stores' main purpose is to provide office supplies at the lowest cost to all county departments as well as delivering such supplies in a timely manner. It is also the purpose of this division to accurately inventory and fairly distribute surplus property to interested county departments, community-based organizations, and the general public.

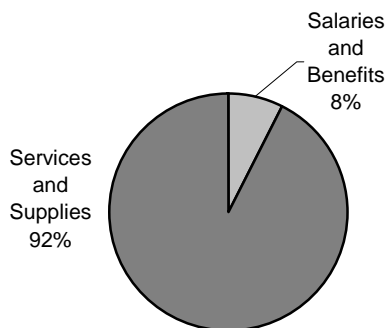
### BUDGET AND WORKLOAD HISTORY

	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>	<b>Actual 2003-04</b>	<b>Final 2004-05</b>
Total Appropriation	8,605,651	8,274,549	8,013,104	7,271,067
Departmental Revenue	8,549,982	8,478,314	7,703,050	7,444,140
Revenue Over/(Under) Expense	(55,669)	203,765	(310,054)	173,073
Budgeted Staffing		14.0		12.0
Fixed Assets	23,174	35,000	-	-
Unrestricted Net Assets Available at Year End	200,663		300,128	

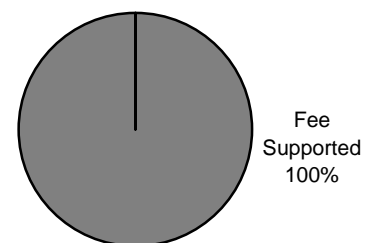
#### Workload Indicators

Work Orders	34,360	34,000	31,269	30,600
Whse/stores sales (\$)	8,520,316	8,250,000	7,810,013	7,400,000

### 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY

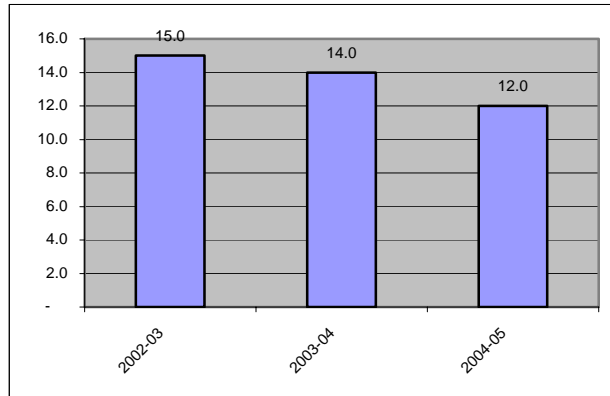
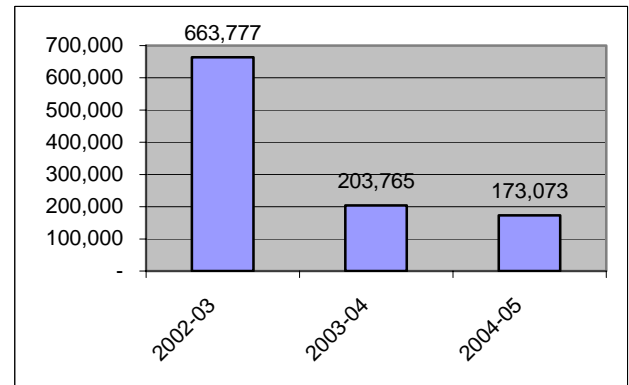


### 2004-05 BREAKDOWN BY FINANCING SOURCE



This budget is expected to increase unrestricted net assets by \$173,073.



**2004-05 STAFFING TREND CHART****2004-05 REVENUE OVER/(UNDER) TREND CHART**

**GROUP: Internal Services**  
**DEPARTMENT: Purchasing**  
**FUND: Central Stores**

**BUDGET UNIT: IAV PUR**  
**FUNCTION: General**  
**ACTIVITY: Central Stores**

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b><u>Appropriation</u></b>					
Salaries and Benefits	509,318	606,854	653,582	(111,884)	541,698
Services and Supplies	7,369,451	7,563,105	7,552,706	(943,220)	6,609,486
Central Computer	9,358	12,435	10,724	-	10,724
Transfers	124,977	92,155	92,155	17,004	109,159
Total Appropriation	8,013,104	8,274,549	8,309,167	(1,038,100)	7,271,067
<b><u>Departmental Revenue</u></b>					
Current Services	7,703,050	8,478,314	8,512,932	(1,068,792)	7,444,140
Total Revenue	7,703,050	8,478,314	8,512,932	(1,068,792)	7,444,140
Revenue Over/(Under) Exp	(310,054)	203,765	203,765	(30,692)	173,073
Budgeted Staffing		14.0	14.0	(2.0)	12.0
<b><u>Fixed Assets</u></b>					
Equipment	-	35,000	35,000	(35,000)	-
Total Fixed Assets	-	35,000	35,000	(35,000)	-



DEPARTMENT: Purchasing  
FUND: Central Stores  
BUDGET UNIT: IAV PUR

## SCHEDULE A

## MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
<b>2003-04 FINAL BUDGET</b>	<b>14.0</b>	<b>8,274,549</b>	<b>8,478,314</b>	<b>203,765</b>
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	46,728	46,728	-
Internal Service Fund Adjustments	-	(12,110)	(12,110)	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>34,618</b>	<b>34,618</b>	<b>-</b>
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Impacts Due to State Budget Cuts</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	<b>14.0</b>	<b>8,309,167</b>	<b>8,512,932</b>	<b>203,765</b>
<b>Board Approved Changes to Base Budget</b>	<b>(2.0)</b>	<b>(1,038,100)</b>	<b>(1,068,792)</b>	<b>(30,692)</b>
<b>TOTAL 2004-05 FINAL BUDGET</b>	<b>12.0</b>	<b>7,271,067</b>	<b>7,444,140</b>	<b>173,073</b>
<b>2003-04 FINAL FIXED ASSETS</b>		<b>35,000</b>		
<b>Board Approved Adjustments During 2003-04</b>				
Mid-Year Board Items	-	-	-	-
<b>Impacts to Fixed Assets Due to State Budget Cuts</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Department Recommended Changes in Fixed Assets</b>		<b>(35,000)</b>		
<b>TOTAL 2004-05 FIXED ASSETS BUDGET</b>		<b>-</b>		

DEPARTMENT: Purchasing  
FUND: Central Stores  
BUDGET UNIT: IAV PUR

## SCHEDULE B

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1. Delete 2.0 Vacant FTE in Central Stores. Due to the 9% budget reduction to general fund departments, it is anticipated that demand for Central Stores services will decrease in 2004-05 by an estimated 10%. As a result of this decrease in services, a 1.0 Fiscal Clerk III, a 1.0 Stores Specialist, and a 1.0 Stores Supervisor I were deleted. These deletions were offset by the addition of a 1.0 Storekeeper required to continue line staff operations in lieu of the deleted supervisory positions.	(2.0)	(111,884)	-	111,884
2. Reduce Services and Supplies Reduction of \$964,184 (13%) in expenses is directly related to the 10% anticipated reduction in demand for services. This reduction is offset by an additional expense of \$20,964 for warehouse supplies (boots, shovels, raincoats, etc.) that will be transferred from Fleet Management effective July 1,	-	(943,220)	-	943,220
3. Increase Transfers This increase is due to the reimbursement to Purchasing for a portion of a Staff Analyst II position as a result of the September 23, 2003 Board action.	-	17,004	-	(17,004)
4. Decrease in Current Revenue Reduction of \$1,097,932 (13%) in revenue is directly related to the 10% anticipated reduction in demand for services. This reduction is offset by additional revenue of \$29,140 anticipated through the sales of warehouse supplies that will be transferred from Fleet Management effective July 1, 2004.	-	-	(1,068,792)	(1,068,792)
<b>Total</b>	<b>(2.0)</b>	<b>(1,038,100)</b>	<b>(1,068,792)</b>	<b>(30,692)</b>

## DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

Brief Description of Change	Appropriation
1. Eliminate Equipment There is no anticipated expense in this category.	(35,000)
<b>Total</b>	<b>(35,000)</b>

